

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

STAFF MEMORANDUM
NUMBER 30-1

24 Aug 93

ADMINISTRATIVE MATTERS

Travel Orders

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1. **Summary.**
 - a. To prescribe policy and procedures for preparation of orders for:
 - (1) Temporary Duty Travel (TDY).
 - (2) Courier duty.
 - (3) Miscellaneous travel to include medical travel and Invitational Travel Orders (ITO).
 - (4) NATO Travel Orders.
 - b. To delegate authority to issue orders.
 - c. To describe and assign responsibilities.
 - d. This memorandum applies to all HQ USEUCOM directorates and staff offices and extends use of Headquarters' processing procedures for local use except in those instances where authority to issue orders has not been made to special activities.
 - e. Excluded herein are order requirements for Permanent-Change-of-Station (PCS), Emergency Leave, Student Travel, and "Permissive" TDY.
 2. **Applicability.** This Staff Memorandum is applicable to all directorates and staff offices of HQ USEUCOM.
 3. **Internal Control Systems.** This Staff Memorandum is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Circular 11-87-6.
 4. **Suggested Improvements.** ECJ1-AA is the proponent for this Staff Memorandum and suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-AA, Unit 30400, Box 1000, APO AE 09128.
 5. **References.** See Appendix A.
 6. **Responsibilities.**
 - a. ECJ1-A will:
 - (1) Authenticate all Invitational Travel Orders that authorize travel by Government Air. See paragraphs 12b and 13 of this regulation for instructions on requesting ITOs.

This Staff Memorandum supersedes SM 30-1, 17 Dec 86.

*(2) Conduct yearly inspections of the TDY Order Log, ITO Order Log and TDY order filing procedures of all activities.

b. Directors/Deputy Directors and Office Chiefs will:

(1) Ensure that travel orders issued will not result in an over obligation of available funds. If additional funding is required, it must be requested from the Comptroller prior to the approval of the orders. Directorates and staff offices must maintain adequate records to ensure that the travel target is not exceeded and must reconcile these records with the 208th Finance Detachment on a monthly basis.

(2) Approve all travel orders including Invitational Travel Orders (ITO) for Contractor Personnel when directorate/staff office funds are being utilized, IAW AR 310-10; Vol I and II, JFTR; and this SM, citing directorate/staff office funds. Exceptions: See sections below on medical orders for family members, courier orders and Invitational Travel Orders (ITO).

(3) Ensure that the least costly transportation and travel arrangements are made.

(4) Perform semiannual review of travel to validate requirements for Blanket Travel Orders (BTO) and submit results of review to ECJ1-AA NOT LATER THAN the last working day of April and October.

c. Directorate/staff office executive officers/administrative officers/resource managers will:

(1) Review, authenticate and issue all travel orders.

(2) Maintain record copies of all orders issued. (See paragraph 16, this SM, for filing instructions.)

(3) Maintain a TDY Order Log and an ITO Order Log. (Appendix R).

d. ECJS will review and approve all requests pertaining to use and issuance of orders authorizing military air transportation for non-DOD travelers and VIP visitors.

7. **Policy and Procedures.** All levels of approving authorities will review the need for temporary duty and travel to ensure travel is minimized and performed only when no other means of communication or support serves the purpose.

a. Order Procedures. HQDA is the executive agent for prescribing administrative procedures for HQ USEUCOM. Department of the Army order procedures and formats (AR 310-10) will be used to satisfy all travel order requirements, regardless of Service affiliations. Requesting directorates/staff office should include a statement in remarks section, TDY order clarifying entitlement differences prescribed by Service directives and appropriate authorization.

*b. Approving Official (Block 18, DD Form 1610). Directors/deputy directors and office chiefs, or the next senior individual, in absence of the director/deputy director or office chief, will personally approve all TDY order requests. **The "TRAVEL-LER" and "APPROVING OFFICIAL" should not be the**

same individual.

*c. Order Authorizing Official or Authentication (Block 20, DD Form 1610). Executive/administrative officers or resource managers of directorates/staff offices are delegated authority to authenticate HQ USEUCOM TDY orders.

d. Source of Funds.

(1) The directorate or activity requiring travel will fund TDY for all HQ USEUCOM personnel. Activities tasked to provide inspectors for inspections conducted by HQ USEUCOM Inspector General (ECIG) are required to fund for their personnel. ECIG will only fund for Component Command Inspections. The Comptroller will provide assistance for TDY performed for others on a reimbursable basis.

(2) TDY for a requirement imposed upon a subordinate command by and for the benefit of HQ USEUCOM will be supported from funds available to this headquarters. The subordinate command will fund travel directed by HQ USEUCOM in connection with the assigned mission of the subordinate command.

(3) Directors and office chiefs will receive an Annual Funding Program (AFP) and quarterly targets from the Comptroller. The targets are based on phased obligation plan submitted by the directorate or staff office.

e. Modes and Classes of Travel.

*(1) IAW paragraph 3-12 of AR 310-10 (Reference A-8) transportation officers are responsible for determining modes of transportation. Orders will reflect the mode of transportation determined to be most appropriate by the orders approving official after coordination (written or verbal) with the transportation officer. Orders will not specify a category or class of airlift (e.g., Category Z travel) transportation.

(2) DOD policy directs use of AMC procured airlift for international travel unless such airlift is unable to meet clearly defined mission requirements. When Government airlift services are not available, air carriers of U.S. registry must be used for official transportation requirements when such carriers are available and capable of satisfying the mission requirements. Foreign flag air carriers may be used, as specified in subparagraph U3125-C, Vol I, Joint Federal Travel Regulations (JFTR) (Reference A-4) when U.S. flag air carriers are unavailable. A sample statement is at Appendix B.

(3) Personnel using U.S. Flag commercial air carriers for official travel will use less-than-first-class accommodations. Exceptions to this policy are stated in subparagraph U3125-B3, JFTR. Authorization for use of first-class accommodations will be made in advance of travel unless extenuating or emergency circumstances make authorization impossible. In these cases, the traveler will obtain written approval from the appropriate authority as soon as possible after the travel is performed.

(a) Request for before or after-the-fact approval must be submitted to the appropriate Secretary of the Uniformed Services or to the Chairman of the Joint Chief of staff through the Chief of Staff (ECCS).

(b) Directors/deputy directors/ office chief, or the next senior individual in the absence of the director/office chief will disapprove requests which are not adequately justified.

(c) Travelers must exercise caution since approval of first-class air travel is required to ensure payment. Use of first-class accommodations before obtaining approval could result in losses to the individuals involved. After-the-fact approval cannot be expected unless extenuating circumstances fully warrant such support.

(4) Presidential appointees and 3 and 4 star general/flag officers are authorized to travel via Clipper Class or Businessman's Class when traveling overseas on TDY (per Deputy Secretary of Defense memorandum of 21 Aug 81, subject: Use of DOD Aircraft and First Class Travel). This provision is extended to the general/flag officer only. Request for use of Clipper/Business Class for travelers other than 3 or 4 star general/flag officers will be submitted to the appropriate Secretary of the Uniformed Services for approval.

f. POV Travel. Requests for authorization for POV travel will be processed by directorates and staff offices on a case-by-case basis. For example, in the case of an individual who is traveling under authority of Repeated Travel Orders (RTO) or Blanket Travel Orders (BTO), each trip should be authorized and defended with facts pertinent to each. Directorates and staff offices will maintain evidence on file for one year substantiating the facts supporting the authorization for travel as being advantageous to the Government.

g. Special Conveyances. When travel is conducted under circumstances not permitting travel by the usual means of transportation, directors/deputy directors and office chiefs may authorize the hire of boat, rental autos or other conveyance. One or more of the following circumstances must be present to justify such authorizations:

(1) The traveler must have in his/her possession bulky, scientific, fragile or valuable equipment or exhibits;

(2) The traveler must have in his/her possession classified documents;

(3) The traveler is required to travel over routes where commercial/military transportation is non-existent or so time consuming as to delay public business unduly;

(4) Use of a rental car would be more economical than use of public conveyance.

h. Messing and Billeting. Use of Government messing and billeting facilities will be required.

(1) Except for staff members attending Service operated schools at military installations, directors/deputy directors and office chiefs may, either before or subsequent to travel, certify that use of existing quarters and messing facilities would adversely affect the performance of the assigned mission. This statement will then constitute a certificate of nonavailability for the purpose of reimbursement.

(2) The restrictions cited in this paragraph do not apply to general and flag officers or to civilians of equivalent rank.

(3) Travelers not authorized to use government mess (i.e., officers paid separate rations) are exempt from this restriction and do not need approval

for waiving the requirement. Item "L", HQ USEUCOM Supplemental Instructions for TDY, Appendix E, will be used.

i. TDY Orders. Travel should be performed on individually issued orders prepared for each specific trip. See paragraph 9 for exceptions.

*j. Travel Order Number. Block 22, DD Form 1610, will be numbered using the last two alpha characters of the directorate/staff offices' office symbol, the two digit numeric month code, followed by the number of the orders issued that month (i.e., the first order issued by ECJ1 in March would be numbered J1-03-01, the fifteenth order for March would be J1-03-15). A new number in the same series will be used for each amendment, revocation or rescission prepared on a DD Form 1610. Cite the number of the last DD Form 1610 issued the previous month at the top of the first DD Form 1610 issued at the beginning of a new month (e.g., "Travel Order Number J1-03-15 was the last of the series for March" would be typed on the top margin of the first order issued for April) (See paragraph 16, this SM for Orders Filing Instructions). Invitational Travel Orders will be numbered using the two digit numeric month and a sequential number for the number of ITOs issued during that month, followed by the two digit office symbol of the preparing office (i.e. the fifth ITO of March prepared by J1 would be numbered 03-05-J1). This is the opposite of the TDY order numbering system and serves to distinguish ITOs issued with the same number by different offices.

k. TDY Order Log. HQ USEUCOM Form 30-1A-R (TDY ORDER LOG), Appendix R, will be used to sequentially log all TDY Order numbers and ITO order numbers. Separate logs will be used for DD Form 1610 and ITOs. Instructions for completing HQ USEUCOM Form 30-1A-R are contained on the form.

8. **Preparation and Processing of TDY Orders.** Requests for regular TDY travel will be prepared on DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel). The requesting directorate/staff office will complete DD Form 1610. See Appendix C for instructions on preparation.

*a. Requesting office will complete item 19 with accounting data provided by the USEUCOM Comptroller. The last fourteen digits of the accounting classification will be the Document Reference Number, constructed following guidance issued by the Comptroller. Approval by the director/staff office chief or designated representative is required in this block.

b. Executive/administrative officers will be provided the original order request for review, control and authentication (signature, item 20, date and orders number, items 21 and 22).

*c. Following signature, sufficient copies of the order for each traveler will be reproduced.

d. Backing Sheets.

(1) Appendix E, HQ USEUCOM Supplemental Instructions for TDY, lists the most frequently needed and used special instructions. Requestors may, at their discretion, elect to cite numbered items (e.g., item E to authorize use of taxicab) in item 16, Remarks Section, DD Form 1610, in lieu of completing the statement on authorization. **Special Instructions contained in Appendix E is the only list that will be accepted by 208th Finance Detachment.**

*(2) Appendix F page F-1, the HQ USEUCOM dual backing, which contains an identical listing as shown at Appendix E, plus the HQ USEUCOM NATO TRAVEL

ORDER (HQ USEUCOM FORM 30-1-R) (Appendix F-2) for use in facilitating border crossings between and to NATO countries. NATO travel orders are required for U.S. military personnel directed to travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Turkey or the United Kingdom. (NOTE: NATO orders will not be issued to civilian personnel).

(3) Backing sheets will be copied onto the reverse side of the DD Form 1610 by the Executive/Administrative Officer performing the authentication.

e. When it is impractical to issue written orders in advance of travel, verbal orders may be issued and be confirmed by written orders at the earliest possible date with "VERBAL ORDERS COMMANDING OFFICER" (VOCO) date cited as the same date of travel. The format sample at Appendix G will apply with item 7 of the DD Form 1610 annotated to read "VOCO" and item 16 stating: "Travel directed VOCO. VOCO date confirmed "Date of Travel"".

9. **Amendments.** DD Form 1610 will also be used to notify concerned staff offices/personnel of any change needed to TDY orders once issued.

a. The responsible directorate/staff office will complete items 1-7, 16-18, 20-22. Item 16 must cite the Document Reference Number (DRN), travel order number and the issue date of the original order being amended. Routing, processing, and distribution will be the same as for initial TDY order requests.

b. A sample completed amendment is at Appendix G.

10. **Corrected Copy.** Travel orders may be corrected by the organization that published the original order to show the true state of affairs existing at the time the original order was published. DD Form 1610 may be informally corrected for minor, administrative errors or over-sights (i.e., omission of SSN or an erroneous number) by:

a. Typing or neatly annotating necessary correction on DD Form 1610.

b. Typing in capital letters across top of original order (DD Form 1610) "CORRECTED COPY".

c. Reproducing required copies for travelers plus one for authentication officers file.

d. Do not change orders to reflect facts that did not exist at the time the original order was published.

e. Issue only one corrected copy. Further corrections will be made by revoking and reissuing the order.

11. **Rescissions or Revocations.** DD Form 1610 will be used to notify concerned staff offices/personnel of rescissions or revocations of TDY orders.

a. The responsible directorate/staff office will complete items 1-7, 16-18, 20-22. Requestor will cite the Document Reference Number, travel order number and the issue date of the original order being revoked or rescinded in item 16. Routing, processing, and distribution will be the same as for initial TDY order requests.

b. Usage:

(1) Rescind an order when there is no longer a reason for maintaining it. When travel has been performed in compliance with the order being rescinded, rescind only the unexecuted portion of the order (e.g., by date/period, geographical destinations, or other appropriate order element). A sample rescission is at Appendix H.

(2) Revoke an order when it is void and was without effect from the beginning. A sample revocation order is at Appendix I.

12. **Blanket Travel Orders (BTO).**

a. May be issued for periods up to one year for those staff members who:

(1) Regularly and frequently make trips to undetermined locations; making use of repeated travel orders impractical.

(2) Serve in an isolated duty station which does not permit rapid and efficient processing of individual orders.

b. Should include travel to all points in and between Europe and CONUS.

c. BTOs will not be used for, or in conjunction with, field exercises or attendance at schools.

d. Will be held to an absolute minimum and be personally signed by the director or office chief concerned.

e. Will include a document number (item 19, DD Form 1610) added by the directorate/staff office preparing order.

f. A sample BTO is at Appendix J.

13. **Repeated Travel Orders (RTO).** Repeated Travel Orders may be issued for periods up to 60 days for staff members involved in numerous separate round-trip journeys from this Head-quarters to, from, or between specific locations, excluding CONUS.

a. Locations must be the same (i.e., repeated trips to the same place).

b. RTO may be issued for a period of 60 consecutive days.

c. A sample RTO is at Appendix K.

14. **Courier Orders.** HQ USEUCOM official courier will travel without written orders. Individuals are eligible for per diem payments when gone from the Greater Stuttgart Area for periods in excess of 10 hours. The courier will submit a request for orders to ECJ1-AAC, accompanied by a copy of the letter designating the courier. ECJ1-AAC will prepare, coordinate, obtain funding, issue order and notify traveler upon publication.

15. **Medical Appointment Orders.** In the event prescribed care/treatment is not available in the local area, orders may be issued for either military members or their family members to travel to the nearest medical facility offering required services as follows:

a. Military members. DD Form 1610 will be used. In conjunction with the TDY order request, a letter/

medical appointment document issued by the local servicing medical facility will be attached and included in the review and coordination procedures of order issuance.

(1) Following preparation, the requestor, will route order to the appropriate Service element of the Personnel Division, ECJ1.

(2) ECJ1-P Service element (Army and Air Force) will review, authorize issuance, issue fund citation or route to ECJ1-RM for funding (Navy only), and pass to ECJ1-AAC for authentication and publication.

(3) A sample of DD Form 1610 medical order is at Appendix L.

b. Family members. Invitational Travel Orders (ITO) format must be used. Sponsors directorate/staff office will prepare ITO based upon letter request or medical appointment document issued by the local servicing medical facility.

(1) Processing and distribution instructions are the same as for military members (see paragraph 12a).

(2) A sample completed medical ITO is at Appendix M.

c. Medical travel authorizations/restrictions. See Appendix N.

16. **Non-members of the Forces (other than family members).**

a. Contractor personnel and NATO staff members will use ITO, rather than DD Form 1610 (unless government transportation is authorized in their contract). The same terms and conditions specified within the DD Form 1610 apply also to ITO format.

(1) Directorate/Staff Office will prepare ITO upon receipt of a written request from sponsoring activity.

(2) Funding procedures will be followed as with DD Form 1610.

(3) Authentication and distribution procedures. Upon issuance of order number and signature of ITO make necessary distribution of the order.

*(4) A sample ITO request is at Appendix P.

(5) A sample completed ITO for contractor personnel is at Appendix O.

b. Visitors will use ITO rather than DD Form 1610. The same terms and conditions apply as stated above (see SM 5-27 and DOD Regulation 4515.13R).

*(1) Requesting (sponsoring) directorate/staff office will obtain Command Group approval, where appropriate (use of U.S. Military air-craft), by submission of an ITO request (Appendix P) and an SSRS to ECJS.

(2) ECJ1-AAC will issue ITO upon receipt of directive from ECJS.

(3) Distribution (both classified and unclassified) will be limited to copies furnished to ECJS, ECJ3-F0, and one copy to sponsoring directorate/staff office.

17. **Request for Tickets and Reservations.** Request for TDY travel arrangements will be submitted on HQ USEUCOM Form 30-1B-R (Request for Travel Tickets and Reservations), and forwarded to reach the Personnel Movements Office, Transportation and Travel Division, Directorate of Logistics, EUCOM Support Group (commonly referred to as Duty Travel Office, Patch Barracks) a minimum of three working days before the expected departure date. A sample copy of this form is at Appendix Q. When three days' advance notice cannot be provided, travelers may telephonically contact Personnel Movements Office to initiate reservation action and follow up by hand carrying orders throughout the system.

18. **Submission and Documentation of Vouchers.**

a. Individuals will complete and submit travel vouchers to servicing F&AO within five work days following completion of TDY.

b. Individuals will obtain necessary certificates of nonavailability of Government quarters and mess facilities to support their travel vouchers. Such certificates are not necessary when directors/deputy directors and office chiefs issue the statements cited in paragraph 7h(1).

c. USEUCOM travelers, both military and civilian, who have collected advance travel pay, but are delinquent in filing reimbursement voucher (30 days or more following expected date of return to duty station) will be subject to:

(1) Collection action against salary and wages. IAW 5 U.S.C. 5705, and AR 37-106, the full amount of travel advance may be deducted from military and civilian salaries. Penalty and interest charges may also be assessed.

(2) A one time \$15.00 administrative fee will be assessed, at a minimum, for late filing. This is in addition to any possible

SM 30-1

penalty and interest charges.

*19. **Filing of DD Form 1610 and TDY Order Log.** DD Form 1610 and TDY Order Log will be filed IAW Army Regulation 25-400-2 utilizing MARKS Number 600d. This MARKS Number encompasses both Military and Civilian Temporary Duty Travel orders.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

RICHARD J. GARCIA
LTC, USA
Adjutant General

Appendixes

- A - References
- B - Sample Foreign Flag Carrier Certificate
- C - Instructions for Preparation of DD Form 1610 for DOD Personnel
- D - Sample DD Form 1610
- E - HQ USEUCOM Supplemental Instructions for TDY
- F - HQ USEUCOM Supplemental Instructions for TDY/NATO Travel Order (HQ USEUCOM FORM 30-1-R)
- G - Sample TDY Order Amendment
- H - Sample TDY Order Rescission
- I - Sample TDY Order Revocation
- J - Sample TDY Blanket Travel Order (BTO)
- K - Sample TDY Repeated Travel Order (RTO)
- L - Sample Medical Order - Military Member
- M - Sample Medical ITO Request - Family Member
- N - Sample Medical Travel Authorization/Restrictions
- O - Sample ITO Request
- P - Sample ITO Order - Contractor (Non-Family Member)
- Q - Request for Travel Tickets and Reservations (HQ USEUCOM Form 30-1B)
- R - TDY/ITO Order Log (HQ USEUCOM 30-1A-R).

DISTRIBUTION:

B

References

- A-1 USC 5705
- A-2. DOD Directive 1327.5, Leave and Liberty.
- A-3. DOD Regulation 4515.13-R, Air Transportation Eligibility.
- A-4. Volumes I and II, Joint Federal Travel Regulations (JFTR).
- A-5. Routing Guide for International Air Travel, Military Traffic Management Command (MTMC).
- A-6. Army Regulation 25-400-2, Modern Army Recordkeeping System (MARKS).
- A-7 Army Regulation 37-106, Finance & Accounting for Installations - Station & Evacuation Allowances
- A-8. Army Regulation 310-10, Military Orders.
- A-9. Air Force Regulation 76-11, U.S. Government Rate Tariff.
- A-10. HQ USEUCOM Staff Memorandum 5-27, Official Visits To HQ USEUCOM.
- A-11. HQ USEUCOM Staff Memorandum 25-3, (CONFIDENTIAL) Travel Control Restrictions of Certain Personnel (U).
- A-12. HQ USEUCOM Staff Memorandum 30-8, Leaves, Passes, and Permissive TDY.

Sample Foreign Flag Carrier Certificate

I certify that it was necessary for _____

(name of traveler)

to use _____
noncertificated* air carrier(s)

from _____

to _____

on _____
(date)

for the following reasons:

(date)

Signature of traveler or authorizing
officer

Title or position

Organization

*Section 401 of Federal Aviation Act of 1958 (49 U.S. Code 1371).
HQ USEUCOM Form 30-1a

SM 30-1

Appendix C

Instructions for Preparation of DD Form 1610 for DOD Personnel

<u>ITEM #</u>	<u>INSTRUCTION</u>
1.	Enter day, month and year (e.g., 15 Aug 91).
2.	Enter name and SSN of traveler.
3.	Enter position title, grade/rank, and Service of traveler.
4.	Enter name and location of traveler's current permanent duty station.
5.	Enter traveler's unit of assignment.
6.	Enter traveler's duty phone number.
7.	Enter "TDY" and, if appropriate, "Group", "Confirmatory", "Repeated", "Blanket", "Amendment", "Rescission", or "Revocation".
8.	Enter the security clearance of traveler.
9.	Specify clearly and fully. If TDY is to attend meetings of technical, professional, scientific or other non-Federal agencies, enter "To attend (name of conference) (date of conference) as a liaison representative of (enter appropriate Service affiliation) under authority of the Secretary of the (enter appropriate Service affiliation) (date approved)." If TDY is to attend school, also include the reporting date, course title, class number and quota source.
*10a.	Self-explanatory. The period, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment. See paragraph 3-5b, AR 310-10 for continuous TDY at one location for a period in excess of 180 calendar days.

Appendix C

Instructions for Preparation of DD Form 1610 for DOD Personnel
(Cont)

<u>ITEM #</u>	<u>INSTRUCTION</u>
*10b.	Enter the date, as accurately as possible, for beginning official travel. (Official travel may begin as much as seven days before or after the indicated date, but is not official until the date travel order is issued.)
*11.	Indicate places from and to which official travel is authorized and "return to" point. Do not enter a location unless TDY will be performed at that location or a rest stop is authorized at that location under paragraph U4102, Vol I, JFTR. If TDY is to be performed at a military organization, show the name of the military installation at which the organization is located. If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, enter an "X" in the block preceding "Variation Authorized." Justification for variation will be signed by the requesting or approving official and attached to the order.
*12.	Transportation officers are responsible for determining modes of transportation. Orders will reflect the mode of transportation determined to be the most appropriate by the approving official after coordination (written or verbal) with the transportation officer. Orders will not specify a category or class of airlift (e.g., category Z travel). Travel by privately owned conveyance <u>cannot be directed</u> . TDY orders may show that travel by privately owned conveyance is authorized as more advantageous to the Government. Leave space next to "Rate per mile" blank. Leave block next to "Mileage reimbursement...as indicated in JFTR" blank.
13.	Put an "X" in the box next to the statement "Per diem authorized in accordance with JTR".
*14.	Leave Blank or enter information required by Resource Manager.

Instructions for Preparation of DD Form 1610 for DOD Personnel
(Cont)

<u>ITEM #</u>	<u>INSTRUCTION</u>
*15.	Enter the word "MAX". Local Finance & Accounting Office will determine the appropriate amount of an advance payment.
*16.	Requestors must develop appropriate responses to this item by referring to Appendix E and regulations or other instructions governing the action to be taken. Except when travel by POV is authorized as more advantageous to the government, contact the supporting Transportation Office to obtain GTR cost (Government Transportation Cost) and enter "Government TR cost is (enter amount)". Do not include information that is not essential to the TDY. When TDY is for maneuvers or exercises, enter "Per diem will (will not) be payable in accordance with AR 37-52. Supplemental Instructions "K" and "L" will not used together on a TDY order, except for BTOs.
*17.	The requesting official will sign in this item after determining that the TDY request meets prescribed criteria. The requesting official will not normally sign as the approving official. If the requesting official is also the approving official, enter "Same as item 18" and the official will sign in item 18.
*18.	The approving official will sign in this item after determining that the TDY request meets prescribed criteria. The approving official will not normally sign as the order authorizing official. If the approving official is also the order authorizing official, enter "Same as item 20" and the official will sign in item 20.
*19.	The Directorate/Staff Office Resource Manager will enter the appropriate accounting classification; the DSSN of the office that maintains the individual's travel record (DD Form 1588); and certify the availability of funds by signing in item 19. When TDY is to participate in civilian ceremonies; enter, "All expenses incurred as a result of this temporary duty will be borne by (insert name of sponsoring agency)." Enter the Customer Identification Code (CIC) on all orders directing travel to or from an overseas area. AR 37-26 explains the construction of the CIC.

SM 30-1
Appendix C

Instructions for Preparation of DD Form 1610 for DOD Personnel
(Cont)

<u>ITEM #</u>	<u>INSTRUCTION</u>
*20.	The order authorizing official will sign in this item after determining that the TDY request meets prescribed criteria. Show order issuing organization and location in addition to title and signature of order authorizing official. The requesting and approving official will not normally sign as the order authorizing official.
*21.	Self-explanatory.
22.	See paragraph 3k above for instructions on numbering orders.

Appendix E

HQ USEUCOM Supplemental Instructions for TDY

HEADQUARTERS UNITED STATES EUROPEAN COMMAND APO AE 09128
SUPPLEMENTAL INSTRUCTIONS FOR TDY

- A. Firearms **WILL NOT** be transported incident to this travel.
- *B. You are designated Official Courier. Official couriers must possess an official courier letter certified by the unit security manager.
- C. You are authorized to wear civilian clothing (Except when appointed EUCOM CONUS Courier).
- D. Immunization Certificate required.
- E. The utilization of taxicab, bus, streetcar, subway, ferry, etc., as specified in Vol I, JFTR, Chap 3, Part E, applies for military and Vol II, Chap 2, Part C, Para C-2100, Items 2 and 3, for civilians is authorized.
- F. You are required to immediately report to Installation Housing or Billeting Officer to determine whether adequate Government Quarters are available. When on-post Government Quarters are utilized, the employee is entitled to the following: (a) limited exchange privileges IAW AR 60-20; (b) use of post theater IAW AR 60-20; (c) use of Open Mess Facilities IAW AR 215-1; (d) use of appropriated fund dining facilities only where necessary IAW AR 40-3; (f) on post transportation VIA post shuttle bus and post taxi.
- G. Travel is authorized by Military (a) Train; (b) Aircraft; (c) Vehicle.
- H. Travel is authorized by commercial (a) Train; (b) Aircraft; (c) Bus (Incl Foreign Flag Carrier and extra fare rail, provided no U. S. Flag Carrier or government transportation is available and a statement of nonavailability is obtained from the Transportation Office).
- I. Travel is authorized by (a) POV "Travel time by POV in excess of that required by use of common carrier will be charged as annual leave"; (b) POV-TMDAG "POV considered more advantageous to the Government. Reimbursement for POV travel when not considered more advantageous to the Government is limited to cost of transportation by common carrier (Vol II, JFTR, Para C-6152).

HQ USEUCOM Supplemental Instructions for TDY (Cont)

HEADQUARTERS UNITED STATES EUROPEAN COMMAND APO AE 09128
SUPPLEMENTAL INSTRUCTIONS FOR TDY (Cont)

- J. Air baggage allowance: (a) 70 lbs or 3 pieces of baggage;
(b) 200 lbs or 5 pieces of baggage.
- K. A statement of nonavailability must be obtained if government messing and billeting facilities are not utilized.
- L. Utilization of government messing and billeting facilities considered impractical.
- M. Per diem allowance payable IAW Vol II, JTR, for civilians.
- N. Authorized to purchase (a) 100 (b) 200 (c) 300
(d) 400 supplemental liters of gasoline.
- *O. Authorized to purchase bottled water.
- *P. Authorized to hire rental auto, boat, or other conveyance. First priority is to GSA contract rental companies. This is determined to be more advantageous to the government.
- Q. Authorized to make variations to the itinerary. Traveler may proceed to additional locations as necessary to accomplish the mission.
- *R. Leave authorized in conjunction with TDY, leave dates as listed.

E-2

Appendix M

Sample Medical ITO Request - Family Member

ECJ?

MEMORANDUM FOR ECJ1-A

SUBJECT: Request for Dependent Medical Invitational Travel Order

Request Medical Invitational Travel Orders be published on the following individual(s):

- a. Patient's Name, SSS: Elizabeth A. Doe, 567-98-1234
- b. Sponsor's Name, Rank, SSN: Major John J. Doe, 123-45-6789
- c. Location of Appointment: Landstuhl, Germany
- d. Date of Appointment: 30 February 1992
- e. Duration of Travel: 2 Days

JOHN J. DOE
Major, USAF

NOTE: THIS REQUEST WILL ONLY BE USED IF THE PATIENT DOES NOT HAVE A STATEMENT FROM THE HOSPITAL.

Appendix N

Sample Medical Travel Authorization/Restrictions

The Joint Federal Travel Regulations, Volumes I and II annual guidance, published by the U.S. Army Health Services Command pertaining to medical travel provide for:

a. Air Force: Travel and per diem for active duty members for their care and treatment away from duty station and where designated to serve as a non-medical attendant. Note that only one non-medical attendant may be authorized to accompany a family member at Government expense. Further, family members are not authorized payment of per diem.

b. Army:

(1) Travel and per diem for active duty member care and treatment away from their duty station, medical/non-medical attendants where designated for them, or where Service members are designated to serve as non-medical attendants for their family members. (All treatment only for in-patient care).

(2) Transportation for family members of active duty members and per diem and transportation for their medical/non-medical attendants. Note that only one non-medical attendant may accompany a family member at Government expense and that family members are not authorized subsistence or lodging expenses (per diem).

(3) Travel and per diem for active duty member care and treatment away from their duty station (where stationed at other than an Army installation or activity) for outpatient care.

c. Navy/Marine Corps: Travel and per diem for active duty member care and treatment away from their duty station and for their medical/non-medical attendants where designated for them, or where Service members are designated to serve as non-medical attendants for their family members or for other active duty service members (in-patient care).

d. Accounting citations for medical travel will be prepared by ECJ1-P Service Element (for Army and Air Force personnel) or ECJ1-RM (for Navy and Marine Corps personnel).

Appendix O

*Sample ITO Order

LETTERHEAD

ORDERS: 03-05-J1

10 March 1993

Traveler is authorized to travel as indicated:

Mr. Richard K. Roundtable, Systems Engineer, GS-13 (Equiv), SSN or
Passport #

Authority: Department of Defense Directive 4515.13R; Vol II, JTR;
and AR 310-10; MTMC Guide

Itinerary: Patch Barracks, Vaihingen, Germany to Lisbon, Portugal
and return to Patch Barracks, Vaihingen, Germany
Variations in itinerary authorized

Current Address: HQ USEUCOM, Vaihingen/Stuttgart, Germany (Patch
Barracks)

Home of Record: Thule, Greenland

Purpose: Conduct Site Survey for ODC, Lisbon, Portugal for
possible installation of a new computer system.

Accounting Class:

9303495.04948 094JIEJG94023 0349FKA -04 V 094-4 049495-3

a. Per Diem: \$ 769.00

b. Travel: \$ 738.00

c. Other: \$ 100.00

d. Total: \$1607.00

CERTIFYING OFFICIAL

CIC: 48575 48409328**Movement Designator Code:** N/A**Additional Instructions:**

a. Contract Number: DAJA93-91-C-0004

b. Mode of Transportation: Travel by POV, Commercial Air/Rental
car is authorized.c. Mr. Roundtable is an employee of Confusion Computer Corp which
is under contract to HQ USEUCOM.

d. Clearance is TOP SECRET

Period of Travel: 21 - 25 March 1993

FOR THE COMMANDER IN CHIEF:

SIGNATURE

DISTRIBUTION:

Indiv (10)

ECJ1-RM (1)

ECJ1-COR (1)

O-1

Appendix P

Sample ITO Request - Contractor (Non-Family Member)

ECDC

MEMORANDUM FOR ECJ1-A

SUBJECT: Request for Invitational Travel Order

Request Invitational Travel Orders be published on the following individual(s):

a. Travelers' Names Rank (or equivalent) and Title: Mr. John J. Doe, GS-15 equivalent, United Computer Repair Company, Technical Representative to USEUCOM ECJ6.

b. Authority:

c. Itinerary: Burbank, California to Stuttgart, Germany and return to Burbank, California.

d. Current Location: Burbank, California

e. Purpose: To supervise repair of ECJ6 Computer System.

f. Accounting Citation:

*g. CIC:

*h. Contract Number:

*i. Mode of Transportation:

*j. Period of Travel: 30 February 1992 - 15 March 1992

COMMAND GROUP
APPROVAL